

CESAS-IM

DEPARTMENT OF THE ARMY  
SAVANNAH DISTRICT, CORPS OF ENGINEERS  
P.O. BOX 889  
SAVANNAH, GA 31402-0889

DISTRICT REGULATION  
NO. 25-1-28

30 May 02

Information Management  
LAPTOP COMPUTER LOANER PROGRAM

1. Purpose. This regulation establishes policies and assigns responsibilities for the Information Management (IM) Laptop Computer Loaner Program.
2. Applicability. This regulation applies to Savannah District employees and contractors.
3. References.
  - a. AR 25-1, Army Information Management, 15 Feb 00.
  - b. AR 380-19, Computer Systems Security, 27 Feb 98.
  - c. AR 735-5, Policies and Procedures for Property Accountability, 31 Jan 98.
4. Policy. IM will loan laptop computers to users for temporary use in the conduct of official business. Laptops will be loaned on a first come first serve basis for periods up to 2 weeks. Special considerations may be granted to users for systems that are needed in excess of 2 weeks. Any damage or loss of the laptop computer and/or its components/parts will be charged to the user's organization.
5. Responsibilities.
  - a. Information Management will provide a few laptop computers for loan to users on a temporary basis through the Laptop Loaner Program. The IM Help Desk will administer the program. Systems will be loaned out on a first come first serve basis. IM will bill the requesting user's organization for the initial setup and reconfiguration of the laptop. This fee will be the same as the normal Help Desk work request fee. No usage fee will be billed to the user's organization. ENG Form 4900-R, Property Control Receipt, will be completed by IM and signed by the user for temporary use of the equipment. See Appendix A for a sample of this form.

b. Users shall acquire approval from his/her supervisor before requesting a loaner laptop. The user will be held accountable for the property while in use. This includes the laptop and all accessories checked out by the user.

c. Logistic Management will not have a responsibility unless an item is lost or stolen. LM will receive the original copy of the attached ENG Form 4900-R, Property Control Receipt Form, only if the property is not returned to the IM Help Desk. The ENG Form 4900-R, Property Control Receipt Form will be used as a Temporary Property Pass (Hand Receipt) to the user while the equipment is in use.

6. Procedures.

a. Users shall contact the IM Help Desk to reserve a laptop for the date requested. **Please contact the IM Help Desk at least 5 days prior to the date requested.** Users shall inform the IM Help Desk of any special applications that will be needed, and on the actual date needed for pickup and the date of return.

b. The IM Help Desk will reserve laptops for the user on the date requested, if available. The laptop will be setup according to the user's software requested and the user's sign-on profile. ENG Form 4900-R, Property Control Receipt Form will be completed by the Help Desk and signed by the user. The IM Help Desk will bill the user's organization for the actual time spent to perform the initial setup of the laptop.

c. Users shall return the laptop and accessories to the IM Help Desk after completion of use. The original copy of ENG Form 4900-R, Property Control Receipt Form will be updated and initialed by the user. The IM Help Desk will bill the user's organization for the actual time spent to reconfigure the laptop.

Appendix A  
ENG Form 4900-R

/s/  
ROGER A. GERBER  
COL, EN  
Commanding

DISTRIBUTION C & D

| PROPERTY CONTROL RECEIPT (ER 700-1-1)  |                |                     |            |                                   |             |                   |                 |  |  | Sheet 1 of 1              |  |
|--|----------------|---------------------|------------|-----------------------------------|-------------|-------------------|-----------------|--|--|---------------------------|--|
| LOSING HAND RECEIPT HOLDER (HRH)   |                |                     |            | GAINING HAND RECEIPT HOLDER (HRH) |             |                   |                 | FIPS EXCESS/TRANSFER                             |  |                           |  |
| Name: JM HELPDISK  |                |                     |            | Name: USER NAME                   |             |                   |                 | Date: 1 Mar 2002                                 |  |                           |  |
| Off Sym: JM-I  |                |                     |            | Off Sym: EN                       |             |                   |                 | Reviewed By: (Name)                              |  |                           |  |
| Room No: 652-5946  |                |                     |            | Room No: x9797                    |             |                   |                 |  |  |                           |  |
| Signature:   |                |                     |            | Signature:                        |             |                   |                 | Signature:                                       |  |                           |  |
| REQUESTED ACTION   |                |                     |            |                                   |             |                   |                 |  |  | TRANSFER (To Another UIC) |  |
| TRANSFER (Internal Only)   |                | RETURN DATE         |            | Gaining Command:                  |             | Gaining UIC:      |                 |  |  |                           |  |
| PROPERTY PASS  |                | x                   |            | Gaining PBO:                      |             |                   |                 |  |  |                           |  |
| REPAIR (Property Pass)   |                |                     |            | Ship to Address:                  |             |                   |                 |  |  |                           |  |
| EXCESS   |                |                     |            | Received By:                      |             | Date:             |                 |  |  |                           |  |
| ITEM NO.   | BAR TAG NUMBER | NOMENCLATURE        | COND. CODE | SERIAL NUMBER                     | ACQUI. DATE | ACQUISITION PRICE | DOCUMENT NUMBER |  |  |                           |  |
| 1  | 99999          | LAPTOP              | 6000       | 999999999999999999                |             |                   |                 |  |  |                           |  |
| 2  |                | ACCESSORIES LISTING |            |                                   |             |                   |                 |  |  |                           |  |
|  |                |                     |            |                                   |             |                   |                 |  |  |                           |  |
|  |                |                     |            |                                   |             |                   |                 |  |  |                           |  |
|  |                |                     |            |                                   |             |                   |                 |  |  |                           |  |
| PRINT/TYPE: NAME/OFFICE SYMBOL/VENDOR REMOVING OR RECEIVING PROPERTY:  |                |                     |            |                                   |             |                   |                 | SIGNATURE AND DATE:                              |  |                           |  |
| USER NAME (PRINTED)  |                |                     |            |                                   |             |                   |                 | USER SIGNATURE AND DATE                          |  |                           |  |
| LOSING PBO:  |                |                     |            | DATE:                             |             |                   |                 | ENG 4900-R Received In Logistics For Processing: |  |                           |  |
| Action Posted By:  |                |                     |            | Date:                             |             |                   |                 | Received By:                                     |  |                           |  |
| <div style="display: flex; justify-content: space-between;"> <span>ENG Form 4900-R, Dec 92</span> <span>FEB 92 EDITION IS OBSOLETE.</span> <span>(Proponent: CELD-MSS)</span> </div> |                |                     |            |                                   |             |                   |                 |  |  |                           |  |